

**2007
RENEWAL APPLICATION
INSTRUCTIONS AND FORMS
NONPUBLIC, NONSECTARIAN SCHOOL**

**California Department of Education
Special Education Division
Nonpublic Schools and Agencies Unit
July 2006**

NOTES:	<ul style="list-style-type: none">• Instructions for completing each form in the application package are located on the page(s) preceding the form.• Type or print all application information.• Do not include the instructional pages with the submitted application package.• Mail completed package to <p>California Department of Education Special Education Division Nonpublic Schools and Agencies Unit 1430 N Street, Suite 2401 Sacramento, CA 95814</p>
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INSTRUCTIONS

NOTIFICATION OF INTENT TO RENEW NONPUBLIC NONSECTARIAN SCHOOL/AGENCY CERTIFICATION TO THE SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

Instructions for completing and submitting the SELPA notification:

- The applicant must complete the top portion of the following renewal notification form and attach a copy of the completed renewal application.
- The applicant must mail the renewal notification form along with a **copy** of the completed renewal application to the SELPA. **The applicant must use a mailing service that provides a receipt as proof of delivery.**
- The SELPA will return the signed renewal notification form to the applicant. This document shall serve as proof of notification to the SELPA.
- The applicant must mail the signed SELPA notification form along with the completed renewal application to the California Department of Education and retain a copy of the signed SELPA notification and renewal application for his or her files.
- Out of state nonpublic schools shall have a notification of intent signed by at least one of their contracting California SELPAs.

**Notification of Intent to Renew
Nonpublic, Nonsectarian School/Agency Certification**

Date: _____

To: Name of Special Education Local Plan Area (SELPA): _____

From: ☐ Name of Nonpublic School (NPS): _____

Address: _____

Site Administrator: _____ Telephone: _____

☐ Name of Nonpublic Agency (NPA): _____

Address: _____

Site Administrator: _____ Telephone: _____

Education Code Section 56366.1(b)(1) requires the applicant to provide the special education local plan area in which the applicant is located with the written notification of its intent to seek certification or renewal of its certification to provide services for individuals with exceptional needs.

SELPA USE ONLY

SELPA representative to sign below:

I am the representative of the SELPA in which the applicant is located. I have been notified of the intent of the school or agency named above, to be re-certified by the California Department of Education as a nonpublic, nonsectarian school/agency providing services for individuals with exceptional needs. I have reviewed the renewal application and have had the opportunity to provide input on all required components of the application, including the curriculum/course of study and instructional materials for the nonpublic school.

Printed Name of SELPA: _____

Printed Name of SELPA Representative: _____

Signature of SELPA Representative: _____

Please return this signed verification to the applicant named above for submission to the California Department of Education.

**INSTRUCTIONS
2007 NONPUBLIC, NONSECTARIAN SCHOOL
RENEWAL APPLICATION FORMS**

1. Applicant Information

- Complete each section of the application cover sheet.
- Provide your FAX number, **e-mail address and Web site address**, if applicable.
- Provide the name(s) of the district(s) in which your NPS is located.

2. Disabling Conditions

- Check box for the type(s) of disabilities served by your school (For each disabling condition served, the NPS is required to employ instructional personnel with valid California Commission on Teacher Certification to serve this population.).

3. Population Served:

- Check box to indicate the group served: COED FEMALE MALE
- Indicate grade level(s) served (**do not indicate un-graded**).
- Indicate age range served.
- Indicate the number of classrooms in operation.
- State the **maximum** number of students to be served by your program for the 2006/2007 calendar year (the program capacity). The fee submitted must be aligned with the program capacity.

**2007
RENEWAL APPLICATION FOR CERTIFICATION
NONPUBLIC, NONSECTARIAN SCHOOL**

Date: _____

Office Use Only
\$_____ Fee Submitted

1. APPLICANT INFORMATION	
Name of Nonpublic, Nonsectarian School:	
Site Address:	
City:	County:
State:	Zip:
Mailing Address (if different):	
City:	State:
State:	Zip:
Site Administrator:	Contact Person:
Telephone: ()	FAX: ()
E-mail Address:	Web Site Address:
District(s) of Location:	Special Ed Director(s):
SELPA of Location:	SELPA Director:
2. DISABLING CONDITIONS	
<i>(CHECK BOX FOR THE TYPE(S) OF DISABILITIES SERVED)</i>	
<input type="checkbox"/> AUT Autism	<input type="checkbox"/> OI Orthopedic Impairment
<input type="checkbox"/> DB Deaf/Blindness	<input type="checkbox"/> ED Emotional Disturbance
<input type="checkbox"/> DEAF Deafness	<input type="checkbox"/> SL Speech or Language
<input type="checkbox"/> HI Hearing Impairment	<input type="checkbox"/> SLD Specific Learning Disability
<input type="checkbox"/> MD Multiple Disabilities	<input type="checkbox"/> TBI Traumatic Brain Injury
<input type="checkbox"/> MR Mental Retardation	<input type="checkbox"/> VI Visual Impairment
<input type="checkbox"/> OHI Other Health Impairment	
3. POPULATION SERVED	
Check Box to Indicate Group Served: <input type="checkbox"/> COED <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	
Grade Level(s) Served:	
Age Range Served:	
Number of Classrooms In Use:	Program Capacity:

4. Program and Service Description
(*Education Code [EC] Section 56366.1[a]*)

Provide a description of the special education and related services provided to individuals with exceptional needs. The following items are required and shall be included in the program and service description:

- Disabling conditions of the students served
- Entrance and exit criteria
- Educational focus of the program (i.e. functional skills, core academic)
- Specific services designed to address student needs

[illegible]

5. **Service Fees**

- Include only services that your school has qualified staff to provide.
- For qualification standards, refer to *California Code of Regulations*, Title 5, Section 3064, Staff Qualifications – Special Education Instruction, and Section 3065, Staff Qualifications-Related Services, including Designated Instruction and Services.
- For each of the services listed on page 8, the names of appropriately credentialed, licensed, certified, or registered staff to perform these services must be recorded on the Staff List (page 13). Submit a copy of the appropriate credential, license, certificate, transcript, degrees or registration for each staff person listed.

Note: Appropriate abbreviations referenced on the Service Fees page (e.g., BID, LSDR) must be included following services to be provided on the Staff List (page 13, column d).

- List service fees in the following categories:
 - Per hour
 - Per day
 - Per month
 - Included

NAME OF NONPUBLIC, NONSECTARIAN SCHOOL:
DATE:

5. SERVICE FEES

(Include only the services your school currently has qualified staff to provide.)

SPECIAL EDUCATION INSTRUCTION	Per Hour	Per Day	Per Month
Special Education (SE)			
DESIGNATED INSTRUCTION AND SERVICES AND RELATED SERVICES	Per Hour	Per Day	Per Month
Adapted Physical Education (APE)			
Assistive Technology Services (AST)			
Audiological Services (AS)			
Behavior Intervention Including Development and Modification (BID)			
Behavior Intervention Implementation of Behavior Modification Plans (BII)			
Counseling and Guidance Services (CG)			
Early Education Programs for Children with Disabilities (EE)			
Health and Nursing Services (HNS)			
Instruction in the Home or Hospital (IHH)			
Language and Speech Development and Remediation (LSDR)			
Occupational Therapy Services (OT)			
Orientation and Mobility Instruction (OM)			
Parent Counseling and Training (PCT)			
Physical Therapy Services (PT)			
Psychological Services Other Than Assessment and IEP (PS)			
Recreation Services (RS)			
Social Worker Services (SW)			
Specialized Driver Training Instruction (SDTI)			
Specialized Interpreting or Transcribing Services (SIT)			
Specialized Services for Low Incidence (LI) (Identify Service)			
Specially Designed Vocational Education and Career Development (VECD)			
Vision Services (VS)			
Other (OTH) (Identify Service)			

6. Corporate Name of Residential Program

- Indicate the corporate name of the residential program. Attach a copy of each license.

7. Indicate Status of Residential Program

- Indicate with an "X" whether the residential program(s) affiliated with this school is a profit or nonprofit program.

8. Residential Facilities, Rate of Care Level(s) and Fees

- List the name(s) of each residential facility affiliated with the school as approved by the appropriate licensing agency. Attach additional pages if necessary.
- Indicate the total capacity of all residential facilities.
- Include the rate of care level (RCL) given to each affiliate by the Department of Social Services. **(This applies to California applicants only.)**
- List the fee for residential services.

9. Geographical Location of Nonpublic, Nonsectarian School

- Provide written directions and a street map showing the location of your school from the nearest major freeways and airport.
- Identify the district(s) of location administrative office(s).

NAME OF NONPUBLIC, NONSECTARIAN SCHOOL:		
DATE:		
6. CORPORATE NAME OF RESIDENTIAL PROGRAM: _____		
7. INDICATE STATUS OF RESIDENTIAL PROGRAM: Profit_____ Nonprofit_____		
8. LIST OF RESIDENTIAL FACILITIES	RATE OF CARE LEVEL	FEE
Total capacity of all residential facilities:		
9. GEOGRAPHIC LOCATION OF NONPUBLIC, NONSECTARIAN SCHOOL (MAP)		

Staff List and Clearance Information

- a) Type or print the first, middle and last name of all individuals who have any contact with students. (This includes administrators, classroom staff, clerical staff, service providers, teachers, maintenance staff, as well as volunteers). Please list all staff, in order, by assignment.
- b) Include the name of the individual to provide services under your certification. In column b, mark an "X" by the individual or organization you subcontract with to provide related services.
- c) Indicate whether the employee is full-time or part-time using the abbreviation FT or PT.
- d) **Use the 2-4 letter designation for special education instruction or related services listed on page 8 (for other staff, indicate title of position).**
- e) Provide appropriate documentation to support the assignment of each staff member for the service(s) in which you seek certification.
 - **Special Education teachers and related service providers are to submit copies of their credential/licenses.**
 - **Behavior Intervention Services-Including Development and Modification (BID) providers are to submit credentials, licenses, degrees or transcripts that meet required qualifications.**
 - **Proof of high school graduation, or equivalent, shall be submitted for staff providing Behavior Intervention-Implementation of Behavior Modification Plans (BII).**
- f) **Provide the expiration date of certification, credential, license, or registration, if applicable.**
- g) **Provide the TB clearance date. Refer to page 4, General Information, Tuberculosis Clearance Requirements for clarification.**
- h) Provide DOJ criminal history clearance dates. Use abbreviations "cred." or "lic." For individuals who received a criminal history clearance date through a credentialing and/or licensing process. **For more information, refer to Staff Fingerprint Clearance Requirements beginning on page 3 of General Information.**

For Out-of-State Applicants Only: If your state has requirements that are different from above, write a letter and provide a copy of the statute or regulation

governing fingerprint or criminal record summaries and submit these with your application.

NOTE: Nonpublic schools must notify the California Department of Education, Special Education Division and their contracting local educational agencies in writing within forty-five days of any credential or licensed personnel changes. Failure to provide properly qualified staff to provide services as specified in the individualized education program shall be cause for the termination of all contracts between the local education school and the nonpublic school.

Information provided will be accepted only if it is included by using the mandatory form on page 13 or an exact facsimile of the form. All columns must be completed. Use additional sheets if necessary. Your application may be returned if this information is not complete.

NAME OF NONPUBLIC, NONSECTARIAN SCHOOL:	DATE:
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10. STAFF LIST AND CLEARANCE INFORMATION (Use additional sheets as necessary.)							
(a) Staff Name (Date of Hire for (Credentialed Staff Only)	(b) Sub- contractor	(c) FT/ PT	(d) Assignment (See page 8)	(e) Type of Cred/Lic/Reg <i>This must match with the assignment listed in (d)</i>	(f) Exp Date Cred/Lic/ Reg	(g) TB Clearance Date	(h) DOJ Criminal History Clearance Date
<i>Example: Gerald B. Smith July 1, 2006</i>		<i>FT</i>	<i>BID, BII</i>	<i>MA degree, counseling</i>		<i>7/01/04</i>	<i>6/7/04</i>
<i>Example: Nancy C. Jones July 1, 2006</i>		<i>FT</i>	<i>SE Teacher</i>	<i>Profession Clear Specialist Instruction Credential in Special Education, LH/SH.</i>	<i>11/30/06</i>	<i>5/26/03</i>	<i>Cred.</i>
<i>Example: John A. Doe July 1, 2005</i>	<i>X</i>	<i>PT</i>	<i>LSDR</i>	<i>Speech Pathologist Lic. #43210</i>	<i>8/30/06</i>	<i>3/26/05</i>	<i>Lic.</i>

10. Program Data Form

- List only the California districts, county offices of education and Special Education Local Plan Areas (SELPAs) with which you are currently contracting. Also list the number of students and dollar value of contracts for each contractor.
- List Special Education Director and SELPA Director.
- If you are currently not contracting with any school districts, county offices of education, or SELPAs, put an "X" in the box at the bottom of page 15.

Note: A nonpublic, nonsectarian school or agency that is located outside of this state is eligible for certification pursuant to *EC* Section 56366.1 only if a pupil is enrolled in a program operated by that school or agency pursuant to the recommendation of an individualized education program team in California, and if that pupil's parents or guardians reside in California. (*EC* 56365 [i])

NAME OF NONPUBLIC, NONSECTARIAN SCHOOL:
DATE:

11. PROGRAM DATA
(USE ADDITIONAL SHEETS AS NECESSARY.)

Name of Contracting District/County Office of Education	Name of Contracting SELPA	Special Education Director	SELPA Director	Number of Students	Contracts-Total Dollar Value
<i>Example:</i>					
	<i>Ventura SELPA</i>		<i>Jane Doe</i>	<i>20</i>	<i>\$20,000.00</i>
<i>Claremont Unifed School District</i>		<i>Bill Doe</i>		<i>20</i>	<i>\$20,000.00</i>
<i>Anytown Union Elem School District</i>		<i>John Doe</i>		<i>20</i>	<i>\$20,000.00</i>
TOTALS					\$

☐ This NPS is currently not contracting with any school district, county office of education, or SELPAs.

12a. Annual Operating Budget (EC 56366.1[a][4], EC 56366.1[l])

Please provide the nonpublic school budget for the 2006/07 school year. This fiscal plan should be submitted through a line-item budget format. The annual operating budget is to represent costs associated solely with providing nonpublic school services to special education students. Pursuant to EC 56366.1(l) The annual budget shall demonstrate the following :

- Ensure that entity operating the nonpublic, nonsectarian school maintains separate financial records for each entity that it operates, with each nonpublic school identified separately from any licensed children's institution that it operates.
- Identify the projected costs and revenues for each entity and demonstrate that the rates to be charged are reasonable.

New Requirement

12b. Annual Audit Report (EC 56366.1[l][1][C])

Effective July 1, 2006, the nonpublic, nonsectarian school shall provide an entity – wide annual audit that identifies its cost and revenues, by entity, in accordance with generally accepted accounting and auditing principles. The audit shall clearly document that amount of moneys received and expended on the education program provided by the nonpublic, nonsectarian school.

13. Instruction and Curriculum (EC 56366.1 [j] and 56366.10 [b])

- **Using the following form, identify the instructional materials used to implement the standards based core curriculum (by course title, grade level, program textbook, ISBN, and publisher for each subject area and grade level served by your nonpublic school.** The nonpublic school shall offer/provide students with access to the same instructional materials used by the LEA in which they are located.
- **Provide a course of study which describes the content of the courses offered at your nonpublic school for each subject and grade level served. (Please do not enclose the California State Standard or the LEA's course of study). The course of study shall be specific to the courses offered at your nonpublic school.**
 - **Areas of study grades K-6:** English, Mathematics, Social Sciences, Science, Visual and Performing Arts, Health, and Physical Education (EC 51210).
 - **Areas of study grades 7-12:** English, Social Sciences, Foreign Language, Physical Education, Science, Mathematics, Visual and Performing arts, Applied Arts, and Career Technical Education (EC 51220).
- **Provide a weekly bell schedule that shows the times for each class taught at your NPS.**

Administrative Services Unit – NPS/A Instructional Materials Survey

Name of NPS _____ School Year _____ Date _____

Directions:

Identify the instructional materials used to implement the standards-based core curriculum (by course title, grade level, program, ISBN, and publisher) for each grade level served by your nonpublic school (NPS). Please ensure that there are sufficient instructional materials for each grade level by identifying the number of students in each grade and the number of textbooks that are available. For grades in which the NPS is certified to serve but there are no currently enrolled students, one set of textbooks shall be available.

- **Areas of study grades K-6:** *English, Mathematics, Social Sciences, Science, Visual and Performing Arts, Health, and Physical Education (EC § 51210).*
- **Areas of study grades 7-12:** *English, Social Sciences, Foreign Language, Physical Education, Science, Mathematics, Visual and Performing arts, Applied Arts, and Career Technical Education (EC § 51220).*

Course Title	Grade	Instructional Materials/Textbooks	ISBN	Publisher	Number of Students	Number of Textbooks
English Language Arts	K	<i>Legacy of Literacy</i>	0-618-16159-7	Houghton Mifflin	12	12

Course Title	Grade	Instructional Materials/Textbooks	ISBN	Publisher	Number of Students	Number of Textbooks

Signatures below indicate that the information is accurate and reflects the NPS's assurance that the textbooks and instructional materials are the same as those used by the local educational agency in which the NPS is located.

NPS Administrator's Signature: _____ Date: _____

SUPPLEMENTAL INFORMATION NEEDED FOR CERTIFICATION RENEWAL OF NONPUBLIC, NONSECTARIAN SCHOOL

Private School Affidavit Form (California Applicants Only)

Every person, firm, association, partnership, or corporation offering or conducting private school instruction at the elementary or high school level for students of ages 6 through 18 years must file an affidavit with the State Superintendent of Public Instruction between October 1 and 15 of each year. (EC 33190)

The California Department of Education (CDE) uses an online process for filing affidavits. Forms are no longer available through county offices of education. Visit the CDE Web site at <http://www.cde.ca.gov/sp/ps/rq/index.asp>.

For schools without access to the Internet, there will be a paper affidavit available. Schools should request a paper affidavit from the California Department of Education, Policy and Program Coordination, 1430 N Street, Room 4309, Sacramento, CA 95814, or call (916) 319-0878 or e-mail privateschools@cde.ca.gov.

School Calendar

Please provide a school calendar.

Annual Fire Inspection Clearance

Submit a completed fire inspection clearance form. It is a requirement of certification that a fire clearance be issued by the appropriate city, county, fire district or state fire official not less than once each calendar year. All sites shall have individual fire clearances. Please make sure the fire inspector completes:

- **TOTAL CLASSROOM OCCUPANT LOAD** (CALIFORNIA BUILDING CODE, CCR, Title 24)
- **NUMBER OF CLASSROOMS**

Other documentation provided by your local fire department (i.e., STD 850) may be utilized and attached to the CDE fire clearance form that provides the same information, location and the name of the nonpublic, nonsectarian school.

Out-of-State Applicants Only (Certification by your State Department of Education)

Submit a copy of your current certification or license by your State Department of Education to provide educational services to children with disabilities under PL 105-17 for the state in which your school is located.

THIS ENTIRE FORM MUST BE COMPLETED BY THE INSPECTING AUTHORITY.

Nothing contained herein shall be construed as encompassing the structural stability of any building, or as abrogating any more restrictive requirements by other agencies having jurisdiction.

Inspector (print name):	
Title:	
Signature:	
Name of Inspecting Agency:	
Telephone: ()	Date of Inspection:

It is a requirement of certification that a fire inspection clearance be issued by the appropriate city, county, fire district or state fire official not less than once each calendar year.

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NAME OF NONPUBLIC, NONSECTARIAN SCHOOL: DATE:
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ASSURANCE STATEMENT

As indicated by my initials and signature below, **I assure** that the nonpublic, nonsectarian school listed above will maintain compliance with all of the following items:

- _____ 1. In accordance with the *Government Code* 12950.1, California Fair Employment and Housing Act and Executive Order 11246, employers may not discriminate based on any of the following: age, ancestry, color, disability, national origin, race, religion, sex or sexual orientation.
- _____ 2. Compliance with Title VI of the Civil Rights Act and all requirements imposed by or pursuant to the provisions of this Act, and to that end, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the school receives federal and state financial assistance, and hereby gives assurance that it will immediately take any measure necessary to effectuate this agreement.
- _____ 3. The nonpublic, nonsectarian school will comply with the rules and regulations of Part 84, section 504 of the Rehabilitation Act and all subsequent amendments, in that no qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity including those which receive or benefit from financial assistance.
- _____ 4. Compliance with OSHA Bloodborne Pathogens Standards, 29 *Code of Federal Regulations* (CFR) 1910.1030.
- _____ 5. Pursuant to the requirements of the Drug Free Workplace, U.S. Code, Title 41, section 701, the employer must provide a drug free workplace. It is unlawful to manufacture, distribute, use, or possess a controlled substance in the workplace.
- _____ 6. Compliance with the Individuals with Disabilities Education Act, and all subsequent amendments and requirements imposed by or pursuant to the provisions of these Acts shall be maintained.
- _____ 7. The nonpublic school has a written policy on sexual harassment. (*EC* 231.5)

NAME OF NONPUBLIC, NONSECTARIAN SCHOOL:
DATE:

ASSURANCE STATEMENT- continued

- _____ 8. The rights of children with disabilities and their parents or guardians are protected in such ways as: (1) prior notice, and consent, (2) access to records, (3) confidentiality, and (4) due process procedures.
- _____ 9. The nonpublic, nonsectarian school shall maintain records of the written instructional plans and short-term objectives for each child enrolled and will specify the special education program and related services to be provided. Such plans shall be developed, reviewed, or revised as appropriate to the child's IEP early in each school year and during the first year at least one other time.
- _____ 10. The school meets the requirements established by or under authority of the laws of the state and applicable city and/or county ordinances. Environmental health, sanitation and other building features shall not be detrimental to the health and safety of the students and staff.
- _____ 11. The school has the necessary financial resources to provide an appropriate education for the children enrolled and will distribute those resources in such a manner as to implement the IEP for each and every child.
- _____ 12. All personnel employed after 1/1/85 have signed a statement acknowledging their understanding of the reporting requirements in the cases of observed or suspected cases of child abuse. [*Penal Code 11166.5*]
- _____ 13. The nonpublic, nonsectarian school applicant is not operated or controlled by a sectarian group. The primary purpose of the facility is **nonreligious** and **religious education is not part** of the facility's program.
- _____ 14. In accordance with *EC* Section 56366.10(a-d), the nonpublic, nonsectarian school shall meet all of the following requirements:
- (a) It will not accept a pupil with exceptional needs if it cannot provide or ensure the provision of the services outlined in the pupil's individualized education program.
- (b) Pupils have access to the following educational materials, services, and programs to the extent available at the local educational agency in which the nonpublic school is located:
1. Standards-based, core curriculum and the same instructional materials used by the local educational agency in which the school is located.

2. College preparation courses.
3. Extracurricular activities, such as art, sports, music, and academic clubs.
4. Career preparation and vocational training, consistent with transition plans pursuant to state and federal law.
5. Supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

(c) The teachers and staff provide academic instruction and support services to pupils with the goal of integrating pupils into the least restrictive environment pursuant to federal law.

(d) The school has and abides by a written policy for pupil discipline which is consistent with state and federal law and regulations.

_____ 15. The NPS shall meet the requirements of current master contracts with contracting LEAs and individual services agreements.

_____ 16. The NPS shall ensure that each special education teacher meets the Highly Qualified Teacher requirements and holds a full CTC credential authorizing instruction to students with the disabling conditions placed in the teacher's classroom through documentation provided to the CDE. (5 CCR 3064 [a])

_____ 17. The NPS shall ensure that appropriately credentialed/licensed personnel are employed to provide related services and that the documentation of qualifications provided to the CDE matches the legal requirements.

I certify under penalty of perjury that the above-named school is committed to follow all laws and regulations as stated above.

Name (Print):			
Title:			
Signature:			
Mailing Address:			
City:	County:	State:	Zip:
Telephone: ()			